

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
BOARD OF DIRECTORS**

**Friday, May 6, 2016 – 11:00 A.M.**

**100 West Keenan Street, Rhinelander, WI 54501**

**Members Present:** Bix, Cushing, Hammer, Kortenhof, Kressin (11:30), Krug, Millan, Price, Troyk

**Member(s) Absent:** Gresser, Peterson, Platner, Tuckwell (excused) (NOTE: There are two vacancies on the Board.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 11:10 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), Julie Boettge, ADRC Specialist, Eagle River Satellite Office; Kris McMurry, ADRC Specialist, Medford Satellite Office; Janet Weber, ADRC Specialist, Crandon Satellite Office; Heidi Brown, Finance Technician, Oneida County Social Services.

**Public Comment & Introductions:** Introductions were made.

**Approval of the Agenda:** Bix moved to approve the agenda with eighteen items; Price seconded. All Ayes. Motion Carried.

**Approval of April 8, 2016 Minutes:** Cushing moved to approve the minutes of the April 8, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Hammer seconded. All Ayes. Motion Carried.

**Financial Statements – March 2016:** The Board reviewed the March 2016 Revenue/Expense Report. Everything looks good with nothing overspent. Carryover funds in the amount of \$120,000 from 2015 have already been put in the 2016 budget estimates. Krug moved to accept the financial statements as presented; Hammer seconded. All Ayes. Motion carried.

**Time Reporting – March 2016:** The time reporting percentage in March was 39.89%; the year-to-date the figure is 40.51%. The amount needed to fully fund the 2016 budget is 39%.

**Audit of Payments/Line Item Transfers:** The transaction activity for March 2016 totaled \$110,389.51. After review, Cushing moved to accept the Transaction Activity Report and place it on file subject to audit. Hammer seconded. All Ayes. Motion carried. Cushing further moved to approve the line item transfers as follows: From: State Aid \$120,000. To: Forest County \$22,788; Oneida County \$30,384; Equipment \$15,192; Advertising \$16,668; Conference Fees \$11,000; Lodging \$7,984; Liability Insurance \$57; Internet \$10,000; Office Supplies \$1,000; Committee Per Diem \$1,000; Life Insurance \$500; Professional Dues \$750; Miscellaneous Expense \$2,677. Hammer seconded. All Ayes. Motion Carried.

**Staff Presentation – American Society on Aging Conference (Boettge, McMurry, Weber):** Staff members Boettge, McMurry, Weber, and Schroeder discussed their recent attendance at the

American Society on Aging Conference. Each staff member attended numerous sessions at the conference. McMurry highlighted a few of the sessions she attended about walking a mile in a senior's shoes; virtual dementia; and holocaust survivors. She noted that some of the problems encountered by seniors include flashbacks, reliving experiences, and being stuck in memory. Boettge emphasized the importance of going to national conferences because it not only provides staff with fresh ideas but also reinvigorates them in the performance of their jobs. She highlighted one of the sessions she attended about volunteerism. Weber told the Board about a session she attended on strategies to develop effective communication on all levels. Schroeder attended numerous sessions also including ones about the difference between advocacy and lobbying, the future of the Aging Network and Aging and Its Financial Implications.

Schroeder and the staff also talked about their meetings with a Representative from Senator Ron Johnson's office and a Representative from Senator Tammy Baldwin's office. Staff were able to discuss the importance of the ADRC's in Wisconsin and highlighted statistics as well as success stories. Both offices were very receptive to the message.

**Tribal/County ADRC Office Updates:** The telephones at the Potawatomi Satellite office are now working. Schroeder and ADRC Specialist Jensen met with the Sokaogon Chippewa Tribal Administrator and the Sokaogon Chippewa Aging Director. The tribe wants an ADRC staff member at their facility eight hours per week. They will provide an office for that staff member, possibly in the Health Center. They also want the ADRC-NW to do a presentation to tribal members on what services are available to them. Schroeder reported that Nathanael Brown, Taylor County Aging Director, stated he will be ~~aggressively~~ pursuing taking over the ADRC-NW staff in Taylor County.

**Preparation for State ADRC Stakeholder Call:** Because of time constraints, it was decided to have the Executive/Personnel Committee and the Chairs of the Finance and Program Evaluation Committees meet to discuss the ADRC-NW approach to this stakeholder call. The meeting will be on Monday, May 9, 2016 at 12:30 P.M. It will be in Rhinelander.

**Closed Session:** It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into Closed Session pursuant to Sec. 19.85 (1) (c) WI State Statutes considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility – Regional Manager Performance Evaluation. The Board chose not to go into Closed Session but will discuss this item at the June meeting.

**The committee will return to Open Session and may ratify any matter(s) discussed in Closed Session.** Not Applicable.

**Board Member Report/Community Feedback:** There was none.

**Regional Manager Report:** 1) Schroeder will be attending a state meeting on September 9, 2016. That date conflicts with the ADRC-NW September meetings. They will have to be rescheduled. 2) Schroeder ordered hearing loops for each satellite office. The State of Wisconsin is paying for these devices. 3) In 2014, the ADRC-NW purchased a 3-year license with Zix Mail to provide encryption for our confidential emails. Unfortunately, Oneida and Vilas Counties will not allow this service on their systems. No refund is available, so \$1,800 paid for the services has been lost.

**Letters & Communications:** Pete McGeshick, representative for the Forest County Potawatomi, sent a letter of resignation. Hammer moved to accept McGeshick's resignation; Bix seconded. All Ayes. Motion Carried.

**Other Business:** The Forest County Potawatomi are working to find a replacement for their previous representative, Clarice Ritchie; and the Sokaogon Chippewa are looking for a replacement for Pete McGeshick.

**Future Agenda Items:** As needed.

**Confirm Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, June 10, 2016 at 11:00 A.M. It will be in Rhineland.

**Adjournment:** With no further business, Bix moved to adjourn; Hammer seconded. All Ayes.  
**The meeting was adjourned at 12:21 P.M.**

**Handouts:** Minutes of the April 8, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; March 2016 Revenue/Expense Report; 2015-2016 ADRC Federal & State GPR Revenue Comparison; March 2016 Time Report; March 2016 Transaction Activity Report; March 2016 Line Item Transfers; "Living a Self-Determined Life", "Will the Aging of America Be a Triumph or Tragedy?", ADRC Governing Board Report Discussion Questions for Stakeholders.